

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 2/26/87	1. Agency Address Georgia Ports Authority Enforcement/Safety/Risk Office Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-240-A	
Application Number #130		Date Received APR 6 1987	Date Completed MAY 28 1987
2. Person to Contact Nancy Morgan		Working Title Secretary	Telephone Number (912) 964-3901
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 78-240-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Series of Series Earliest 1980 To Date		5. Records Series Title (followed by title used in office, if different) Insurance Policies File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This office evaluates and recommends appropriate insurance coverage, reports settlements of claims by and against GPA to Director of Administration; approves solutions regarding liability and payment; ensures adherence of Safety and Loss Control Policy of G.P.A. on behalf of all managers, supervisors and employees; oversees accident prevention program for improved policies/procedures; ensures that all federal, state & local industrial safety requirements are met; supervises Port Police Department; supervises and maintains accident record systems.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Insurance policies for G.P.A. Policies and related correspondence.	
File is arranged:		Alphabetically by company name.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old 200; Seven to twelve months old 100; Thirteen to twenty-four months old 3; twenty-five months and older ? May need to reference back occasionally.	
9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers 1; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4-12 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need

As long as policy is applied against a claim, we should retain a copy of the policy with the claim regardless of whether the policy has expired.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Once policy expires then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify):

Upon expiration of policy, remove from active file and place in inactive file; cut off inactive file at the end of each fiscal year; transfer to local holding area, hold 4 years; then destroy. *If policy has expired but still applies to a pending claim, policy should be placed with claim file and held until claim is settled. Once claim is settled, policy should be retired with claim file for period of time claim file is held.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Robert Dingle</i>	2/28/87	<i>C. J. Lee</i>	2/26/87												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>W. H. Lewis</i></td> <td>3-26-87</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Edward Weldon</i></td> <td>5/20/87</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>Barry Blumenthal</i></td> <td>5/27/87</td> </tr> </tbody> </table>					State Records Committee (Signature)	Date	State Auditor/Designee	<i>W. H. Lewis</i>	3-26-87	Secretary of State/Designee	<i>Edward Weldon</i>	5/20/87	Attorney General/Designee	<i>Barry Blumenthal</i>	5/27/87
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State Auditor/Designee	<i>W. H. Lewis</i>	3-26-87													
Secretary of State/Designee	<i>Edward Weldon</i>	5/20/87													
Attorney General/Designee	<i>Barry Blumenthal</i>	5/27/87													



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5-10-79	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-240-A	
Application Number 67		Date Received MAY 14 1979	Date Completed JUL 20 1979

2. Person to Contact	Working Title	Telephone Number
Robert W. Smithers	Insurance Manager	964-1721, 296

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 78-240 Check One: ☒ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest	Latest
1961	To Date

5. Records Series Title (followed by title used in office, if different)

Insurance Policies File

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Insurance policies covering G.P.A.

included are:

Insurance policies and related correspondence.

File is arranged:

Alphabetically by company name.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 200; Seven to twelve months old 100; Thirteen to twenty-four months old 3;
twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers 1; Shelves _____; Other (specify) _____

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 4 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

upon expiration of policy, remove from active file and place in inactive file; cut off inactive file at end of each fiscal year; then transfer to local holding area, hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Carol Hawley</i>	5-10-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	7-18-79
State Auditor/Designee	Secretary of State/Designee	<i>Carol Hawley</i>	7-16-79
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	7-18-79



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9-13-78	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-240	
Application Number 27		Date Received OCT - 3 1978	Date Completed OCT 23 1978
2. Person to Contact Robert W. Smithers		Working Title Insurance Manager	Telephone Number 964-1721, 296
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1961 To Date		5. Records Series Title (followed by title used in office; if different) Insurance Policies File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed. The purchasing function is also a part of his responsibility as well as the maintenance of all contracts, leases and agreements of the Authority.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Insurance policies covering G.P.A. Insurance policies and related correspondence.	
File is arranged: Alphabetically by company name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>200</u> ; Seven to twelve months old <u>100</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
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The following requires the series to be kept:

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| a. State Law | _____ years. | d. Audit period | _____ years. |
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| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Upon expiration of policy, remove from active file and place in inactive file; cut off inactive file at end of each fiscal year; hold in current files area 2 years; then transfer to local holding area; hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>Carol Thompson</i>	9-28-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	10-20-78
State Auditor/Designee		<i>Carroll Hart</i>	10-13-78
Secretary of State/Designee		<i>[Signature]</i>	10-20-78
Attorney General/Designee			